

**CONFIDENTIAL**



## **RECRUITMENT MONITORING INFORMATION FORM**

**THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.**

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Post title:

School:

Date of birth:

### **GENDER**

My gender is:                      or: I Prefer not to say

### **COUNTRY OF BIRTH**

My country of birth is:

**ETHNIC ORIGIN**

I would describe my ethnic origin as:

**1. White**

British  English  Scottish  Welsh

Irish  European  Non-European

Any other White background (please specify):

**2. Black or Black British**

African  Caribbean

Any other Black background (please specify):

**3. Mixed Background**

White and Asian  White and Black Asian  White and Black Caribbean

Any other mixed background (please specify):

**4. Asian and Asian British**

Bangladeshi  Indian  Pakistani

Any other Asian background (please specify):

**5. Chinese and Chinese British**

Chinese

Any other Chinese background (please specify):

**6. Other ethnic group**

Please specify:

**RELIGION**

I would describe my religion as:

None  Catholic  Other Christian  Buddhist

Hindu  Jewish  Muslim  Sikh

Any other (please specify):

**DISABILITY**

The legal definition of disability is ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), and/or on-going medical condition that we should be aware of:

Yes:  No:

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. **Please note that the completion of this form is voluntary and is not part of your application. There is no requirement for you to provide the information requested on this form.**

**Important information regarding your consent**

1. We are St Francis of Assisi Catholic Primary School, Jessopp Road, Norwich, NR2 3QB, part of St John the Baptist Catholic Multi Academy Trust (Company number 07913261) where the School and the Multi Academy Trust are Data Controllers.
2. Being a Catholic education provider we work closely with the school’s/academy’s Diocesan Authority, the school’s/academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service, other schools within our Trust, further education providers, other educational establishments and relevant trusted third parties with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions. The reason for this is to enable the MAT and the Roman Catholic Diocese of East Anglia to fulfil its role in supporting its schools and exercising the Bishop’s and Trustees’ responsibilities (including oversight of its provision).

3. The person responsible for data protection within our organisation is our Data Protection Officer, John Eady, and you can contact them with any questions relating to our handling of your data. You can contact them by emailing [jeady@ndhs.org.uk](mailto:jeady@ndhs.org.uk).
4. We require the information we have requested on this form in order to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes. As part of our duties under the Equality Act 2010 we may share the information you provide with the Roman Catholic Diocese of East Anglia, the Local Authority, the Department for Education, and the Catholic Education Service as part of any equalities return or audit.
5. To the extent that you have shared any special categories of personal data<sup>1</sup> this will not be shared with any third party except as detailed in paragraphs 2 and 4 above, unless a legal obligation should arise.
6. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
9. To read about your individual rights you can refer to our fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the Complaints Procedure available on the St John the Baptist Catholic Multi Academy Trust website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above
- I agree to my personal data being shared as stated in paragraphs 2 and 4 above: Yes  No

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<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: "*personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation....*"